



**SOLO AND SMALL FIRM SECTION OF THE STATE BAR OF CALIFORNIA
EXECUTIVE COMMITTEE CONFERENCE CALL**

**Tuesday, December 9, 2003 @ 4:00PM-5:00PM
Conference Call * Dial 1-888-384-9090 Passcode: 273042**

1. Call to Order & Attendance Roll-Call
3. Approval of Minutes from October 15, 2003
4. Appointments 2004-2004 – Applications are ready
 - a. February 2, 2004 - Applications to State Bar Appointments Office
 - b. April 26, 2004 - Committee to Submit Recommendations
5. SEI - January 2004 - Loews, Santa Monica
 - a. Hospitality Suite – Update from Lisa Miller and coordinators
 - b. Executive Committee Meeting - Saturday 9:00AM - 12:00PM
6. Committee Retreat: Winter 2004
 - a. March 5-7, 2004; El Encanto Resort, Santa Barbara
– Contract to be signed this week.
 - b. Saturday evening dinner venue to be announced
7. Big News
 - a. Advertisements & Articles from Committee Members
8. CEB: Mary Gerber
9. Solo Day - May 2004
 - a. Date: May 14-15, 2004
 - b. Sponsorship (Breakfast, Lunch, Networking Reception)
 - c. New online registration for this program
 - d. Deadline: Panel titles, descriptions and speakers due: March 1, 2004
 - e. I'm planning a save-the-date mailer for members of all sections
10. 2004 State Bar Annual Meeting
 - a. 2004 -- October 7-10, Monterey
 - b. Deadline: The deadline for program submissions will be late Feb. '04
 - c. I need one point person with whom to coordinate the programs like we did with the SEI.
11. Appointments to Executive Committee
 - a. February 2, 2004 - Applications to State Bar Appointments Office
 - b. April 26, 2004 - Committee to Submit Recommendations
12. Committee Reports: Member Benefits; Legislation; Website; Leadership/Excom Recruitment; Ambusi Liaison
13. Other business